

ELEVATOR AND PLATFORM LIFT ANNUAL EXAMINATION FORM							
MACHINE ROOM		Y	NA	MACHINE ROOM		Y	NA
Enclosure of Machine Space				Only Elevator Utilities, Piping, and Ducting Installed			
Access to Machine Space				Pressure Switch			
Housekeeping				5 lb ABC Fire Extinguisher Provided			
Hydraulic Power Unit				Guards for Exposed Equipment			
Ventilation of Machine and Control Space				Controller			
Relief Valve				Traction Type Drive Machine			
Lighting of Machine Space				Drive Motor and Motor Generator			
Electric Receptacle Provided				Drive Machine Brake			
Fused Main Electrical Disconnect Switch				Normal Terminal Stopping Device			
Elevator Car Electrical Disconnect Switch				Rope Fastenings			
Numbering of Machines and Disconnect Switches				Traction Sheave			
Code Data Plate				Secondary and Deflection Sheaves			
Control Valve				Check of Gears and Bearings			
Hydraulic Tank				Governor & Overspeed Switch			
Flexible Hose and Fittings				Counterweight Governor & Overspeed Switch			
Belt or Chain Drive				Winding Drum			
Supply Line and Shut off Valve							
INSIDE CAR		Y	NA	INSIDE CAR		Y	NA
In Car Stop Switch				Capacity Plate			
Emergency Stop Switch				Car Ride			
Car Lighting				Car Enclosure			
Emergency Lighting (power off)				Passenger Car Door			
Emergency Signal (power off)				Car Gate			
Platform Area and Data Plate				Car Door Reopening Device			
Car Ventilation				Car Floor			
Operating Control Device				Car Door Closing Force			
Operating Controls Identified				Fire Service Monthly Operation Log			
OUTSIDE HOISTWAY		Y	NA	OUTSIDE HOISTWAY		Y	NA
Hoistway Doors				Stand-by Power Switch			
Car and Hoistway Vision Panels				Counterweight Hoistway			
Landing Sill				Emergency Doors in Blind Hoistways			
Door Sequencing Operation				Hoistway Door Unlocking Device			
Elevator Parking Device				Door Restrictors Installed			
PIT		Y	NA	PIT		Y	NA
Car Platform Guard				Governor Rope Tension Sheave			
Car Frame and Platform				Hydraulic Piping			
Elevator Stop Switch				Compensation Sheave Chains, Ropes, and Locking Devices			
Elevator Stop Switch Location				Traveling Cables and Junction			
Pit Light Switch				Plunger and Cylinder			
Pit Light				Buffer and Emergency Terminal Speed Limiting Switch			
Electric Receptacles				Bottom Run-by			
Pit Access Door				Refuge Space and Pit Depth			
Pit Access Ladder				Slack Rope Switch & Testing			
Car Safety				Normal Stopping Device			
Safety Parts and Plates				Final Terminal Stopping Device			
TOP OF CAR		Y	NA	TOP OF CAR		Y	NA
Car Top Stop Switch				Refuge Space and Headroom			
Top of Car Operating Devices and Light				Landing Alignment (up & down)			
Top Emergency Exit				Only Elevator Utilities			
Wire Rope Fastenings & Hitch Plate				Floor Numbers on Hoistway Side of Doors			
Traveling Beam, Traveling Sheave and Fastenings				Guide Rails, Fastenings, and Alignment			
Overhead Deflection Sheaves				Projections, Recesses, and Setbacks			
Governor Rope & Tag				Compensation Chains or Ropes			
Governor Rope Release Carrier				Counterweight and Counterweight Buffer			
Broken Tape Switch				Counterweight Safeties			
Approved Car Construction				Hoist Ropes & Tag			
Top Counterweight Clearance				Hoistway Clearances			
Multiple Hoistways				Normal Terminal Stopping Device			
Hoistway Smoke Control				Final Terminal Stopping Device			
Door and Gate Equipment				Traveling Cables and Junction			
Upper Run-by				Construction of the Hoistway Enclosure			
Minimum Requirements for Elevator Inspections per A17.2 Sections 1 - 6, Platform Lift Inspections per A18.1 Section 10							

ESCALATOR AND MOVING WALK ANNUAL EXAMINATION FORM							
EXTERNAL		Y	NA	EXTERNAL		Y	NA
Sides and Undersides				General Fire Protection			
Balustrades and Overhead Clearance				Operating Devices			
Handrail and Handrail Speed Monitoring Device				Rolling Shutter Device and Speed			
Entrance and Exit Ends				Ceiling Intersection Guards			
Lighting and Caution Signs				Step Skirt Clearances, Panels and Performance Index			
Combplate and Skirt Obstruction Device				Outdoor Protection			
Deck Barricade				Steps and Upthrust Device			
INTERNAL		Y	NA	INTERNAL		Y	NA
Machinery Space Access, Lighting, and Condition				Drive Machine and Brake			
Stop Switch, Controller and Wiring				Code Data Plate			
Minimum Requirements for Escalator and Moving Walk Inspections per A17.2 Sections 7 - 10							